

OVERTIME (OT) APPROVAL REQUEST

Employee's Name (Please print)) <u> </u>	EIN:	
Note: Overtime is accrued at tin	ne and half.		
Dates and hours when overtime	will be werked:		
Dates and flodis when overtime	will be worked.		
Dates	Schedule	Total Hours	
Example: 1/18/08	6 – 10 p.m.	4 hrs.	
Provide justification for the reque	ested overtime (special event, co	nference travel etc.):	
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		等。不是是最大的。 第二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十二十	
Overtime is intended to be padesignation, or employee's c	aid (per OT compensation agree comp time balance exceeds 80 ho	ment, FLSA our maximum).	
Or			
OI .			
Dates overtime will be taken:			
Dates		Hours	
Example: 1/20/08		1 - 6 p.m.	
		iki mala dan maka 1000 sa mini ki din maka maka maka maka maka maka maka mak	
	[한다는 1985년 1986년 1986년 1일 1985년 1988년	BUT AGRADI KALWAKAKATUKATUKAT	
Employee Signature	Date		
Employee Signature	Date		
Employee Signature Supervisor's Signature	Date Date		